

**SOUTH CENTRAL PUBLIC HEALTH DISTRICT
BOARD MEETING
August 27, 2008**

Board Members Present:

Everett “Buck” Ward
Marvin Hempleman
Peter Curran
Don Billings
Don Clark
Marypat Fields
Linda Montgomery
Tom Faulkner

District Staff Present:

Rene LeBlanc, Director
Bonnie Spencer, District Director
Maggi Machala, Community Health Director
Amy Lierman, Public Information Officer
Melody Bowyer, EH Program Manager
Jeff Pierson, IT Resource Manager
Kathlyn Egbert, Management Assistant

Board Members Excused:

Guests:

Minutes

The Board of Health Meeting was called to order by Mr. Ward at 2:20 p.m.

MOTION (made by Ms. Montgomery, second by Mr. Billings): “I move that we approve the minutes of the June 25, 2008, meeting.” Motion carried.

We received a NALBOH ballot to vote for secretary/treasurer.

MOTION (made by Mr. Billings, second by Ms. Montgomery): “I move that we vote for Shirley Greene as Secretary/Treasurer of NALBOH.” Motion carried.

A summary of the Idaho Public Health Districts’ Food Protection Program was reviewed by Mr. LeBlanc. The committee recommended a tiered fee structure, and the new fee proposals have been approved by DFM. It is a work in progress, and they hope to have it ready for the next legislative session.

Gooding Facility

MOTION (made by Mr. Faulkner, second by Ms. Montgomery): “I move that we amend the agenda to move up the discussion of real estate to this time.” Motion carried.

MOTION (made by Ms. Fields, second by Mr. Billings): “I move that we enter into the purchase agreement of the property in Gooding and authorize Mr. Ward and/or Mr. LeBlanc to sign the agreement.” Motion carried.

MOTION (made by Ms. Fields, second by Mr. Clark): “I move that we authorize Mr. LeBlanc to enter into an agreement with Gooding Memorial Hospital pursuant to moving the sewer line not to exceed \$25,000.” Motion carried, Mr. Faulkner abstaining.

Operations Report

Ms. Spencer reviewed the June 2008 Comparison to Budget report. Total revenues for FY 2008 exceeded expenditures by about \$106,000. We had budgeted a \$393,894 draw on the reserve account which we did not have to do. Contract revenues were up by 13.54%, and fees and donations were up by about 10%. Total revenues were at 101.7% of budget, and expenditures were 100.11% of budget with operating at 3.5% over budget. Total interest for the year is \$84,645, and the ending pass-through account balance is \$502,575.

The July 2008 (FY 2009) report shows receipt of half of the State appropriation. We are still waiting for the Millennium funding. The pass-through account balance is \$1,045,613. We increased the operating fund designation by about \$12,000. Ms. Spencer proposed that we reduce the emergency fund to \$50,000. Ms. Spencer was asked to research insurance policies that would cover personnel law suits against the district.

The JEPA and Diversified Bond Fund Accounts Comparison was reviewed. Having funds in the two accounts has been beneficial as they are a good balance depending on the economy.

Ms. Spencer discussed the availability of carry over funds. The pass through account balance is \$502,575 minus \$161,366 for HRSA/PIP commitments and \$12,766 increase in the operating fund. She proposed adding to the carryover balance by reducing the building fund by \$50,000 and the emergency fund by \$100,000 resulting in a balance of \$478,443. Proposals for expenditures to be built into the budget revision include car seat funding, WIC education materials, IT requests, and software replacement.

The Board recommended not reducing the building fund; and Ms. Spencer suggested making up the difference by reducing the payroll software allowance by \$20,000 and make \$25,000 in adjustments in the IT requests and/or software replacement fund.. The Board also recommended initially reducing the car seat funding to \$5,000 with the understanding that more could be allocated if funding becomes available.

MOTION (made by Mr. Hempleman, second by Mr. Billings): “I move that we reduce the emergency fund from \$150,000 to \$50,000.” Motion carried.

The six month personnel report showed an increase of three employees over the previous report due to hiring two temporary nurse practitioners to replace one who resigned and a new physician consultant (105 employees). Total FTEs are 87.66, less than a one percent increase. There was a total of ten expired appointments (eight resignations, one termination, and one layoff). There were four vacant positions as June 30, 2008.

Communicable Disease and Prevention Report

Mr. Machala reported on staffing changes and issues in his division due to resignations and health. Filling nursing positions continues to be difficult. We currently have nurse senior and LPN positions vacant. Economically, it has been to our benefit to hire temporary, part-time nurse practitioners to work in our Family Planning and BCC clinics. We also have rehired three temporary part-time nurses to help fill in

Environmental Health Report

Mr. Egbert updated the Board on plans to hire an Environmental Health Specialist to cover the north side of the district. The position will be located in Jerome rather than Bellevue and will travel between the offices.

We received a \$4,000 grant from the FDA to assist us with the Food Safety Coalition. The Coalition participated in the Western Day's Parade, and food safety classes have been taught in Twin Falls High School. Infomercials on safe food handling will be broadcast on local television stations in September, and a booth at the Twin Falls County Fair will be also funded by this grant. We recently received an additional \$1,500 FDA grant which will be used to promote a recognition program among establishments that do an excellent job.

An outcome from teaching students interested in working in the food industry during the summer has been a request from the high school to teach four classes to the Adult Living students and one class for the Food Production students at \$10 per student.

Our daycare inspection numbers have gone down this year as the result of policy changes put into effect this year. Two new requirements that a daycare operator must comply with are to have CPR/First Aid training prior to opening and to sign a document stating that we can do a background check on whether they have been convicted of child abuse or neglect. These requirements have decreased the number of new licensed daycare providers.

A step-by-step training manual for new employees is being developed for the Land programs that will allow staff to walk through the process. Mr. Egbert informed the Board that a tort claim has been filed against SCPHD for a failed septic system. The claim has been turned over to Risk Management.

Community Health Report

Ms. Machala informed the Board that the number of WIC clients has increased from 5,570 to 6,390, an increase of 25%. We received an additional \$83,000 to help cover the cost of seeing these clients. The new WIC contract starting in October will reflect an increase of \$.50/client that will translate into an additional \$38,000. On the down side, the WIC program has recently lost 6 of the 15 Clinical Assistants. It takes at least three months to train Clinical Assistants before they can work with the clients.

The College of Southern Idaho (CSI) has gone to a smoke-free campus. Our Youth Tobacco Coalition had a major role in making that happen. This has a direct impact on our Twin Falls office because we are on the CSI campus. We will be looking at possibly making all of our office properties smoke-free. We expect interest in our smoking cessation classes to increase. The Judicial District in Blaine County has hired a position to enhance and coordinate services to get best practices to decrease tobacco and alcohol use among youth. One hindrance is that the youth tend not to be cited by judges and mandated to attend tobacco cessation classes.

Community Relations

Ms. Lierman reported that we are working with CSI to develop internships for students to help with graphics materials development and IT workload. She requested clarification on the Board's direction for health fair participation to increase public health visibility. After discussion, we are to look for the best pay off for time and resources in regards to health fairs. We need to be selective and support fairs that are within our scope of work and good exposure for public health.

MOTION (made by Mr. Clark, second by Mr. Billings): "I move that we adjourn." Motion carried.

Meeting adjourned at 3:30 P.M.



Everett "Buck" Ward
Board Chairman

Attest: 

Rene R. LeBlanc, Director
Secretary to the Board

Board Minutes approved on September 24, 2008